

AMERICAN UNIVERSITY OF BEIRUT
HUMAN RESOURCES DEPARTMENT

TO :President, Provost, Vice Presidents, Deans, Directors, Heads of Academic and Administrative Departments

DATE : September 15, 2009

SUBJECT :**WINTER WORKING HOURS FOR NON ACADEMIC PERSONNEL**

Summer work schedule will end on **SUNDAY SEPTEMBER 20, 2009**. Regular working hours in the University will resume on **MONDAY SEPTEMBER 21, 2009 or immediately after the ID EI FITR HOLIDAY.**

The University endeavors to provide continuous and smooth operations in the discharge of its functions towards students, faculty, staff, Alumni, patients and visitors. Within the same endeavor in providing quality service, the University Administration decided to adopt a working schedule which will keep its offices including those of the Medical Center open during the mid-day rest period of one hour.

- 1- **The regular working hours will be from 8:00 a.m. to 5:00 p.m. with a one hour rest period.**
- 2- **The rest period of one hour for all departments except those areas operating on shift basis will be scheduled by the head of the department between 12:00 noon and 2:00 p.m. (one group of employees will have the rest period from 12:00 noon to 1:00 p.m.; the other group from 1:00 p.m. to 2:00 p.m.). Such a rest period will not be counted part of the established daily working hours and therefore does not entail payment or compensation.**
- 3- Heads of academic and administrative departments are kindly reminded to maintain attendance records for Non-Academic staff on the Wintime System.

Amal H. Hamadeh
Director of Human Resources